

FIELD MANUAL, ARTICLE 1, INVESTIGATIONS**1-3.1 INVESTIGATIVE TASKS****GENERAL**

- The preliminary investigation is the activity that begins when officers arrive at the scene of an incident. The activity should continue until such time as a postponement of the investigation or the transfer of responsibility will not jeopardize the successful completion of the investigation.
- A follow-up investigation is an extension of the preliminary investigation. The purpose is to provide additional investigation in order to close a case, arrest an offender, recover property, etc.

PRELIMINARY INVESTIGATION TASKS

- Providing aid to the injured.
- Protecting the incident scene to ensure that evidence is not lost or contaminated.
- Determining if an incident has actually occurred and, if so, the exact nature and circumstances of the incident.
- Determining the identity of suspects and effecting arrests if they can be accomplished either at the scene or through immediate pursuit.
- Furnishing other field units, through the communications system, relevant information concerning wanted person or vehicles.
- Communicating important information regarding the status of any suspects (e.g., whether there is an active search or the incident is contained, whether the suspect is in custody and/or incapacitated, etc.) over the radio, as soon as possible.
- Obtaining complete identification of all victims and witnesses.
- Determining and evaluating information known by the victims or witnesses.
- Arranging for the collection of evidence.
- Obtaining written statements from victims and witnesses.
- Accurately and completely recording all pertinent information on the appropriate incident report (i.e., Case Report, Officer Report, and/or ACRS Report). (Refer to Field Manual, Article 8, Report Writing).
- Providing assistance and referral services to the victim.
- Identifying which crime prevention services to deliver.

NOTE: List is not all-inclusive.

FOLLOW-UP INVESTIGATION TASKS

- Reviewing all prior investigative efforts.
- Identifying and apprehending offenders.
- Collecting, preserving, analyzing, and evaluating evidence.
- Recovering stolen property.
- Interviewing victims and witnesses.
- Interrogating suspects and obtaining written statements, within legal guidelines.
- Utilizing search and seizure worksheets, line-ups, photo shows, etc.
- Determining in detail the exact circumstances of the incident.
- Determining if other crimes may have been committed by a suspect.
- Developing information through other Department members, other agencies, informants, etc.
- Reporting information obtained.
- Preparing cases for court presentation.

NOTE: List is not all-inclusive.

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INVESTIGATIVE NOTES

- Consist of notes taken during investigations which will be transcribed onto official Department reports/forms/records (i.e., Case Report, Officer Report, ACRS report, Detective Note, or Investigative Memo).
NOTE: Case Report/Officer Report Contingency Forms and ACRS Contingency Forms are considered investigative notes (Refer to Article 8, Section 17.0, RMS Contingency Plan, and Article 2-1.4.1, ACRS Contingency Plan).
- Only need to be maintained for criminal cases and motor vehicle accidents when an ACRS report has been completed.
- Each page must contain the Department member's name, identification number, and CC number.
- Department members are responsible for safely and permanently retaining these notes.
- If no investigative notes are taken the reporting officer is to document that in the report.

REFERENCES

- Field Manual, Article 2 (Traffic Procedures).
- Field Manual, Article 8 (Report Writing).